



ACTED



JOB TITLE: Economic Development Team Leader(EDTL)
 Department: FSL
 Location: Gendrassa Maban County
 Date of Advert: 05/01/2017
 Date of Closure:24/01/2017
 Reporting to: FSL Program Manager



JOB PURPOSE

Job Duties and Responsibilities

Under the direct supervision of the FSL Program Manager, s/he will manage a team of business development officers providing business trainings, community/market programs, micro-enterprise, and VSLA activities. S/he will coordinate with the FSL PM and together with other team members to plan strategies for developing business skills and improve markets across the area. S/he will manage business development officers to ensure quality trainings of program participants in business skills, work with community leaders (government and non-government) to help in beneficiary selection, facilitate access to and stimulation of rural finances and foster effective business relations to develop new market possibilities and participants for open market days. S/he will be responsible for regular updates of program activities to the PM, AC, and technical coordinator as required and for the proper management of all staff and activities.

CHAIN OF COMMAND

Under the authority of:

- Livelihood Program Manager

Line Management:

- Business Development Officers
- VSLA Officers

WORKING RELATIONS

Internal:

- Livelihood department
- Coordination
- Other departments (camp management, community mobilization, GBV and AME etc)

External:

- Partners working in Maban (UNHCR etc)
- Local Authorities (RRC and CRA)
- Community leaders

OBJECTIVES

Under the direct supervision of the livelihood program manager, s/he will oversee implementation of economic development activities and s/he will provide overall technical support in business enterprise development through provision of guidance and building the capacity of business development and VSLA officers in financial literacy , business mentorships, village level micro-financial management, market linkages and organizing open market days with local business actors

Duties /responsibilities

- Plan and coordinate the various stages of business trainings; including development of work plans, reviews and coordination with FSL PM, scheduling of business mentors.
- Work closely with program manager to develop the implantation strategy for the sector activities
- Assess small and medium businesses in the program area and provide tailored trainings to improve the business performance
- Appropriately support business mentors and program participants at consistent intervals to assess staff growth, participant capacity, and successes/lessons learned
- Ensure FLAT compliance for all procurements, staffing (of business mentors), finances (budget control), and adherence to ACTED Code of Conduct
- Plan out procurements in advance and staffing needs in consultation with Program Manager
- Implement reporting tasks according to the reporting schedules as set by Program Manager
- Collaborate with the Appraisal, Monitoring and Evaluation department to ensure the program indicators are being monitored and achieved
- Provide regular information feedback to the program manager on the progress of the project, challenges and future perspectives for the area
- Prepare trainings materials and share with the program manager
- Evaluate strengths/weaknesses of these trainings at consistent intervals; implement improvement in curriculum as project progresses
- Lead trainings on financial literacy (macroeconomics, microeconomics, savings, investment, debt) and business management skills (entrepreneurship, marketing, seed funding, sales, SWOT, management & strategic growth)
- Collect and disperse information to program participants and business mentors on local market conditions, business opportunities, and micro-savings possibilities
- In consultation with the team leader and area leader, set up an open market day at periodic intervals to help program participants engage with established businesses and financial institutions
- Provide individual training to help develop mentors grow capacity and leadership skills
- Provide monthly reports to team leader and other management on lessons learned from trainings, opportunities for improvement updates on participant performance and overall performance of the project
- Contribute innovative disruptive ideas with potential to unlock markets for the rural poor

Knowledge and Experience

- A university degree in, Business Administration, Marketing, Economics, Micro Finance, Supply Chain, or related business background; good understanding of business principles, market development, and financial literacy
- 3 years of solid experience in business enterprise development, mentorship and financial literacy trainings, mobilization and organization of saving and lending groups
- Experience working with multiple stakeholders to identify beneficiaries according to criteria required.
- Experience with running assessments, monitoring and evaluation and other learning efforts required.
- Experience representing the organization and its interests to a diverse range of local and international, government officials, local civil society organizations, other international organizations and the public.

- Commitment to renewing and maintaining knowledge of best practices
- Demonstrated training and facilitation experience
- Ability to work under pressure
- Demonstrated strengths in analytical skills, monitoring and evaluation, and report writing
- Strong interpersonal, intercultural and communication skills
- Excellent oral and written skills and computer skills
- Fluency in English and Arabic is required.
- Demonstrated skills in problem solving and ability in dealing with issues of complexity.
- Active listener and contributor, working to create a strong team share ideas and learn.
- At least 1-3 years of experience in training business skills, running personal business, or working in the private sector
- Strong problem solving, analytical, attention to detail with good reporting and communication skills
- A demonstrated ability to multi-task, prioritize and process information into action
- A commitment to humanitarian principles, fairness and equity to all stakeholders, customers, community, government, and non-government authorities
- Ability to work with Microsoft Word, Excel, Power Point and Outlook
- This position requires riding to the project sites, ability to ride and a valid riding permit will be an added advantage

KEY PERFORMANCE INDICATORS

- Number of target beneficiaries trained and supported in business enterprises
- Number of business enterprise developed and fully functional
- Number of VSLA groups trained in a year and fully functional
- Number of training materials developed for business trainings
- % of people who are accessing credits from VSLA groups
- Number of people who have established businesses as a result of business skills acquired from trainings and VSLA
- % of people who are saving regularly and accessing loans
- Number of success stories recorded from the community as a result of VSLA and established businesses
- Number of work plans and reports submit per month.
- % of PoCs who are able to improve their livelihood as a result of VSLA
- Number of technical support visits conducted per month
- Number of business and VSLA trainings conducted in a year

Applications

- Applications should be submitted in English, and should include:
- detailed CV
- cover letter
- photocopy of all university degrees
- photocopy of national ID card,
- photocopies of work certificates related to past jobs
- All applications should be submitted to the ACTED Country Office in Juba (Hai Malakal, and ACTED Office in Maban (Doro Compound) in hard copy by January 24, 2017. Or by mail to juba.hrofficer@acted.org; gendrassa.administration@acted.org; stephen.mawadri@acted.org
- Shortlisted candidates will be contacted by ACTED Human Resources Department within two weeks of the application deadline.
- Application materials are not returnable, therefore applicants are strongly recommended not to submit original documents.
- Note: This position is open to South Sudan Nationals & Women are encouraged to apply